

COVID-19 Staff Leave Protocols

COVID-19 Leave

- CPS is providing five (5) days of leave for any staff member that tests positive for COVID-19 and receives medical guidance from a prescribing physician to quarantine during the 2022-2023 school year.
- This leave would be used first in the event of a being diagnosed.
- This can be spread out over multiple instances but once a staff member uses all five (5) days this leave will not be replenished.
- To use this leave, enter the reason for absence as **COVID-19**.

Once the COVID-19 leave has been used a staff member will be able to:

- Use their leave provided by CPS per the negotiated agreement.
- Use any comp days that might have been accumulated.
- If or in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines about us.)

Additional Notes:

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.
- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.